Wheaton Public Library

PERSONNEL POLICIES and PRACTICES

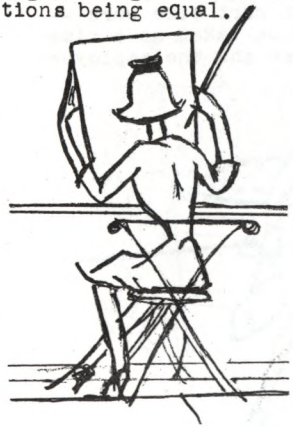
"TO BRING BOOKS and PEOPLE TOGETHER"

WHEATON PUBLIC LIBRARY
Personnel Policies and Practices

A professionally qualified librarian is appointed by the Board of Directors, and his salary is determined by the Board at the annual budget meeting.

All other appointments to the staff are made by the librarian with the approval of the board. The salary of the library employees is determined by the librarian with approval of the Board and is based on the qualifications of the employees, educational background, and the nature of the duties performed.

No staff member may be classified as a professional librarian unless he has completed at least one year of Library Science at an accredited library school. Appointments will be based on the educational training, experience, and personal qualifications of the employee. Preference for employment will be given those possessing the highest educational training, other considerations being equal.



Employees doing clerical work should have completed courses in typing and business methods.

Promotions are made on an objective basis with stress being placed on performance, qualification and service credit.

VACATION: (unless altered by agreement at time of employment)

A. Regular full time employees with approximately six months of consecutive employment.

1. Head Librarian ---- 4 weeks (2 weeks to be taken last 2 weeks in August when Library is closed)
2. Staff ---------- 2 weeks (to be taken last two weeks in August when library is closed) After five years of employment --- 3 weeks; two weeks when library is closed, the third week to be taken at a time agreed upon between the Librarian and the employee.

B. Part time employees with approximately six months of consecutive employment.

1. Regular part time employees ---- 2 weeks (Pay proportionate to amount of time regularly scheduled and to be taken when Library is closed.) After five years of regular part time work --- 3 weeks; the third week to be taken at a time agreed upon by the Librarian and the employee.

HOLIDAYS:

Full time employees receive all scheduled holidays with pay. If a holiday falls on a regularly scheduled day off, employee shall receive another day off at a time best suited to the library schedule. .

Salaried part time employees receive pay if holiday falls on a day when they are regularly scheduled to work.

Hourly part time employees receive no holiday pay.

The following are scheduled holidays: New Year's Day, Lincoln's or Washington's Birthday, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas. The Library closes at noon the day before Thanksgiving, Christmas and New Year's. The Library closes from 12 noon to 3:00 P.M. on Good Friday.

HOSPITALIZATION:

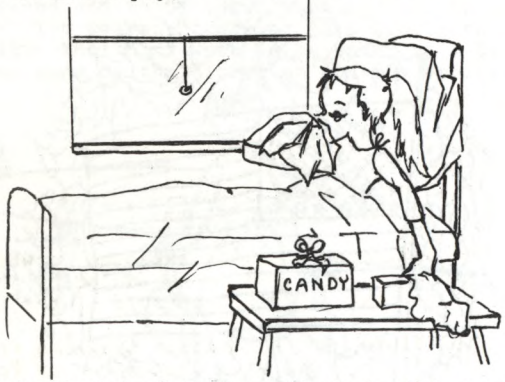
Blue Cross-Blue Shield coverage for an individual and family is available to all employees through the City of Wheaton, if desired, and at his expense.

SICK LEAVE:

A. Regular full time employees
   Length of employment
   1. 3 months - 5 years ----- 10 days annually
   2. 5-10 years ------------ 30 days annually*
   3. 10 years and over------- 30 days annually*
      Individual circumstances to be considered by the Board.

B. Regular part time employees on salary ---10 days annually

C. Part time employees on an hourly pay rate receive no sick leave pay.



* Illinois Municipal Retirement fund will compensate with 1/2 pay after 30 days illness.

WORKMAN'S COMPENSATION:

In the event of an accident to a library employee while on duty, medical bills, compensation and allowances legally provided, are paid by Workman's Compensation carried by the City of Wheaton. No responsibility is or will be assumed for payment of bills or other compensation other than granted under applicable law. All accidents must be reported immediately to the Library office and a report prepared on required forms. When salary payments are made during a period of disability, compensation disability payments should be endorsed over to the Library, as an employee is not entitled to disability benefits during salary continuation.

ACCIDENTS:

All accidents on library grounds or in the library building to any non-library employee shall be reported in detail to the Librarian in charge who will immediately make a written report to the insurance company which carries our liability insurance.

HOURS OF WORK:

All full time employees work 40 hours per week, except that for each evening of work scheduled, one hour shall be deducted from that day's time. Hours for evening work: 1-5 P.M., and 6-9 P.M.

The employees shall be expected to work five full days, and a day off will be scheduled by the Librarian in order to best fill the schedule of the Library.

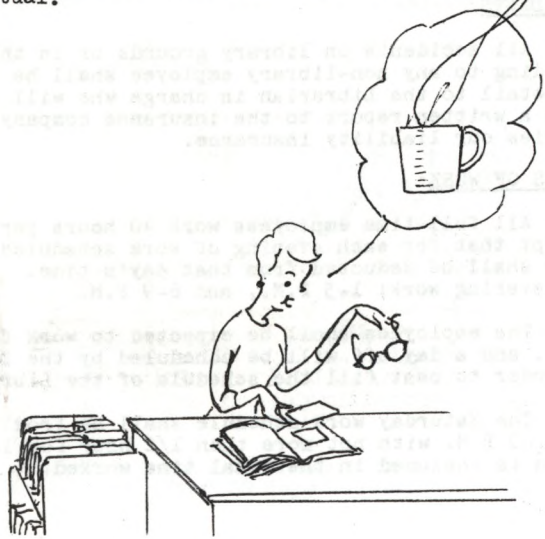
The Saturday work schedule shall be from 8:00 A.M. to 4:00 P.M. with not more than 1/2 hour for lunch which is included in the total time worked.

COFFEE BREAK:

A fifteen minute break is allowed as the work load permits with time determined by the Librarian in charge. The period should be taken within the building. Part time employees may take a break when scheduled for more than three hours.

PROMPTNESS:

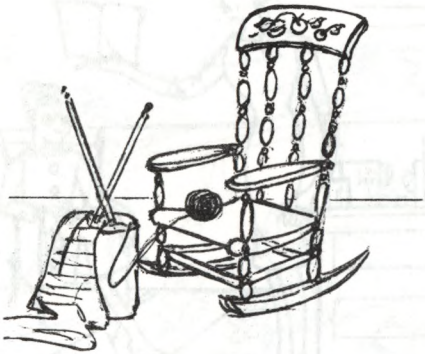
All employees are expected to be at their assigned places, ready for work at the time scheduled. When a staff member expects to be late, the Librarian should be notified if possible. As other staff members are waiting to go to lunch or dinner at scheduled times, it is important for staff members to be punctual.



RETIREMENT:

All employees of the Library are covered by the Illinois Municipal Retirement Fund or Social Security or both. A deduction is made based on the table of deductions established by the government agencies.

The automatic retirement age of all library employees is 65 and any employee who attains such age shall retire at the end of the fiscal year in which such age is attained. However, employees may be retained beyond the age of 65, if in the opinion of the Librarian and the Board of Directors, the retention of the employee is considered advantageous to the Library.

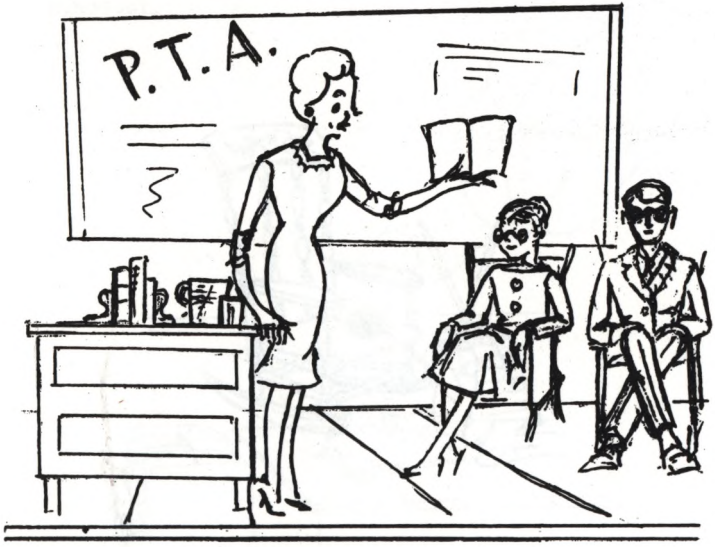


STAFF OBLIGATIONS TO THE LIBRARY

AND THE COMMUNITY

Staff members are encouraged to take an active part in the life of the community and when possible recommend the facilities of the Library to community agencies. Loyalty to the Library will cause him to refrain from publicly criticizing its policies and personnel and to work within the Library to improve its standards.

Employees need to be familiar with the books and other library materials available in the Library and whenever possible to read library publications.



LIBRARY MEETINGS:

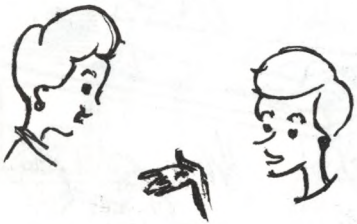
The head Librarian, and other professional librarians on the staff, should be members of professional library organizations, and work hours arranged whenever possible so time is available to attend meetings of these groups. Other staff members may be given time off to attend meetings when programs will be beneficial to their work if schedules permit.

ADJUSTMENT OF PROBLEMS:

Job satisfaction is a very important aspect which contributes to the good of the Library. The Head Librarian will be happy to discuss any questions, problems, or complaints about your particular job or library policy.

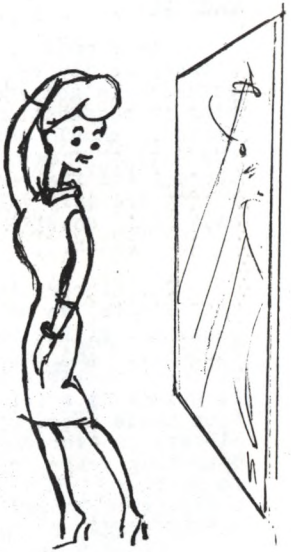
COURTESY:

The employee is the only personal contact the public has with the Library, and pleasantness on the part of the employee is of primary importance. No matter what other work the employees may be performing, the caller deserves immediate attention when he enters. He should be greeted with a smile and an expression of willingness to help him.



APPEARANCE:

All employees should be freshly dressed in a manner generally conceded to be in good taste for persons in business establishments. Extremes of dress and makeup should be avoided.



LOAN OF LIBRARY MATERIALS:

Employees may borrow materials without the payment of fees, rentals, record dues, or overdue fines. However, material should be returned within a reasonable time. Books on seven day loan, or on reserve should be returned when due. Under no circumstances can library material be taken out of the building without the proper checking out of same. When staff members are preparing library sponsored talks or articles, books may be kept for a longer period unless there is great demand.

PURPOSE:

The purpose of the Wheaton Public Library is "to bring books and people together". To achieve this, the staff, working in cooperation with the Board of Directors, should encourage the residents of the City of Wheaton to make full use of the Library and its resources. The contents of a book are only valuable when the book has been read, considered, enjoyed or acted upon by the reader.

The Library is a mysterious place to many adults, as well as children; the arrangement of the books, the finding of information, and the selection of a title can be insurmountable problems unless the reader is guided by a friendly librarian. The patron needs encouragement when he comes to the library to overcome the reputation, sustained over long years, of dusty, musty, dark, silent forbidding library storehouses. The modern library is no longer a place for the cold storage of books, but a center where books and other library materials wait between users.

It is the duty and the responsibility of the staff to get the books off the shelf and into the hands of the people of Wheaton who need to be informed about the issues of the world, to understand the background of people and places, and experience the aesthetic pleasures of good reading.